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OSO NOTICE  
NO. 74-52

SUBJECT: Vital Documents Program

/Reference: CIA Regulation [ ] Dated 14 July 1951

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1. The referenced CIA Regulation established a program involving the identification of vital records and their movement to a central repository for safekeeping. The responsibility for administering this program for OSO/OPC is vested in RI/SO.

2. RI is responsible for selecting materials for the Vital Documents Repository from the centralized document files maintained by RI. The Staffs and Divisions are responsible for the selection of vital records from files not maintained centrally.

3. It is recommended that action be taken by all units of OSO to ensure that all documents and files which would be essential to the continued operation of OSO/OPC in the event of a disaster are on deposit in the Vital Documents Repository. Examples of such materials are escape and evasion plans, project files, restricted agent files, Divisional cryptonym files, stay-behind plans, etc. Documents and files held in the Vital Documents Repository should be kept current on a thirty-day basis.

4. RI will render advice and assistance in microfilming files series which are too bulky to be stored in the Repository and in transporting documents to the Repository.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

[ ]  
Chief, Administration

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Distribution No. 2

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